

## Message Text

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ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 OPR-02 OC-05 CCO-00 NSC-05 A-01

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DRAFTED BY S/S-S:PREAMS

APPROVED BY S/S-S:REWOODS

S/S-MR. ORTIZ

S - MR. BREMER

----- 056280

P 301913Z SEP 75

FM SECSTATE WASHDC

TO AMEMBASSY OTTAWA PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE-  
- MENTS

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL  
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE  
CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIRE-  
MENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S  
RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF  
BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING  
ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF ONE FSO AND ON  
SECRETARY WILL PRECEDE THE SECRETARY'S ARRIVAL. NAMES AND  
ARRIVAL TIME WILL BE CABLED LATER.

2. ADVANCE FUNCTION: THE S/S TEAM'S ADVANCE FUNCTION  
WILL BE TO ENSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S  
VISIT ARE BEING MET. STARTING WITH THE TEAM'S ARRIVAL,  
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S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER.

PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S. THIS CAN EASILY BE DONE BY ASKING TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING: APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POST SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE DEPARTMENT. INCLUDE WHEN POSSIBLE:

A. TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

B. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER. DRAFTS MUST INCLUDE EXACT AND CORRECT ADDRESSES, SALUTATIONS AND TITLES.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. A ONE- OR TWO-SENTENCE SUMMARY OF EACH STORY SHOULD BE TYPED ON THREE BY FIVE INCH NOTEPAPER AND ATTACHED TO FIRST PAGE OF EACH STORY ON ONE PACKAGE ONLY. SUMMARIES SHOULD STRESS NEW DEVELOPMENTS OR HIGHLIGHT COMMENT OR OPINION. PERSON ASSIGNED TO SUPER-LIMITED OFFICIAL USE

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WISE CULLING OF TICKER ITEMS SHOULD CONFER WITH SECRETARIAT OFFICER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF ENGLISH-LANGUAGE NEWSPAPER AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE. INGERSOLL

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## Message Attributes

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**Disposition Action:** RELEASED  
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**Disposition Case Number:** n/a  
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**Status:** NATIVE  
**Subject:** SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE- - MENTS  
**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** OTTAWA  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006